

# L-250, L-350

## TABBER/LABELER

## OPERATIONS MANUAL

Revised 2-19-08

Part #: M-3432

## **SAFETY PRECAUTIONS**

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THIS EQUIPMENT PRESENTS NO PROBLEM WHEN USED PROPERLY. HOWEVER, CERTAIN SAFETY RULES SHOULD BE OBSERVED WHEN OPERATING THE L-250/350.

READ THIS MANUAL CAREFULLY AND FOLLOW THE RECOMMENDED PROCEDURES:

1. Keep hands, hair, and clothing clear of rollers and other moving parts.
2. Always turn off machine before making adjustments, cleaning the machine, or performing any maintenance not covered in this manual.
3. Turn power off, including conveyor when not in use.
4. Never leave the machine in an alarm condition. Either reset the machine or turn off the power.

### **CAUTION**

**THIS EQUIPMENT MUST BE CONNECTED TO A PROPERLY GROUNDED OUTLET. FAILURE TO DO SO CAN CAUSE ELECTRIC SHOCK!**

## SPECIFICATIONS

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### L-250 TABBER/LABELER

DIMENSIONS:	16 1/2" W x 19" H x 18" L
SPEED – TABBER:	Variable from 5,000 - 20,000 per hour ( Tri-folded 60 lb. Offset Stock)
SPEED – LABLER	Variable from 5,000 - 20,000 per hour ( No.10 envelopes ) Postcards 20,000 per hour 9" x 12" flats 12,000 per hour
MEDIA SIZE:	Length – 3 5/8" min., 18" max. Width - 5" min., 16" max.
MEDIA THICKNESS:	Label: single 20lb sheet min. - up to 5/16" max. Tab: folded 20lb piece min. - up to 1/8" max.
TAB SIZE:	Length - 3/8" to 1 1/4", Width - 1/2" to 2"
TAB TYPES	Paper, *Clear, *Translucent * must have engineered backing (black area below tab)
LABEL SIZE:	Length - 3/8" min., 15" max, Width - 1/2" min., 6 1/2" max. Automatically compensates for most color labels and backing
FEEDER:	Top-load, bottom-feed for continuous operation.
HOPPER CAPACITY:	Postcards 800 No.10 envelopes 250 9"x12"flats 250
ZIP SORT:	Switch selectable electronic sensor (labeler only)
COUNTER:	Resettable 5-digit LCD
ELECTRICAL:	110 VAC /60 Hz 2 Amp (220 VAC / 50 Hz available)
SHIPPING WEIGHT:	70 lbs /32 kg

**NOTE:** There are two types of tabs/labels used commercially. One is designed for hand, and the other is for machine application. Use tabs/labels designed **ONLY** for machine application with the Tabber/Labeler. Avoid using tabs/labels with little or no contrast between tab/label and backing. Less than 2 clicks on the tab/label sensitivity adjustment will not allow unit to run properly. Doubles and misfeeds are a symptom of the wrong label being used.

### OPTIONAL REEL-FEED SYSTEM

CAPACITY:	10,000 Tabs
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### L-350 TABBER/LABELER/STAMP AFFIXER

The specifications for the L-350 are the same as for the L-250 with the exception that the L-350 can apply stamps from a roll, to pieces up to 9.5 inches long.

## ASSEMBLING THE L-250/350

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1. Remove all packing and parts supplied. Check and identify all parts with the ones listed below.

- Envelope Guide 90-102-05
- Stack Rest 90-102-10
- Media Support 90-102-13
- Thumbscrews 90-109-07
- Tray Assembly 90-104-03
- Power Cord 123-635

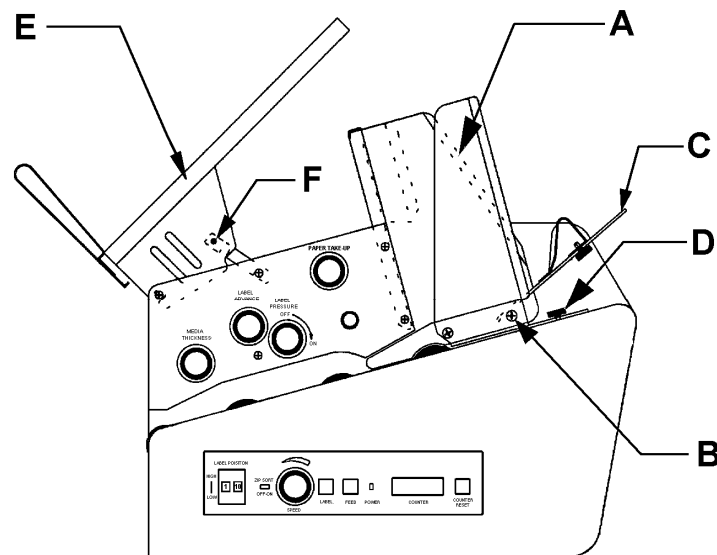


Figure 1

2. Mount envelope guide [Figure1A] to side guide block using 2 screws [Figure 1B].
3. Mount media stack rest [Figure 1C] to the machine using thumbscrew {Figure 1D}.
4. Mount label stack tray [Figure 1E] on cross rods [Figure 1F]. The assembly snaps into place.
5. Plug power cord into socket on the back of the machine. Plug other end into 115 VAC **GROUND**ED outlet.

**THIS STEP CONCLUDES INITIAL INSTALLATION OF THE L-250/350.**

# SETUP PROCEDURES

BEFORE USING THE L-250/350, SEVERAL ADJUSTMENTS MUST BE MADE TO SET UP MEDIA THICKNESS AND SIZE

## MEDIA THICKNESS ADJUSTMENT

1. Loosen thumbscrew [2E] on separator [Figure 2D]
2. Lift separator and put one envelope underneath.
3. Release separator and have it drop onto the envelope.
4. Tighten the thumbscrew and remove the envelope.
5. Repeat the above procedure for each separator used.

## MEDIA WIDTH ADJUSTMENT

1. Insert a stack of envelopes between the guides [Figure 2 A and C].
2. Slide R/H guide against the stack leaving approximately 1/32" gap for variance in sizes.
3. Adjust the media support so that the trailing edge of the bottom envelope rests approximately on the middle of the spring [Figure 2B].
4. Make sure stack is inserted with flap down and toward stripping devices [Figure 2D].

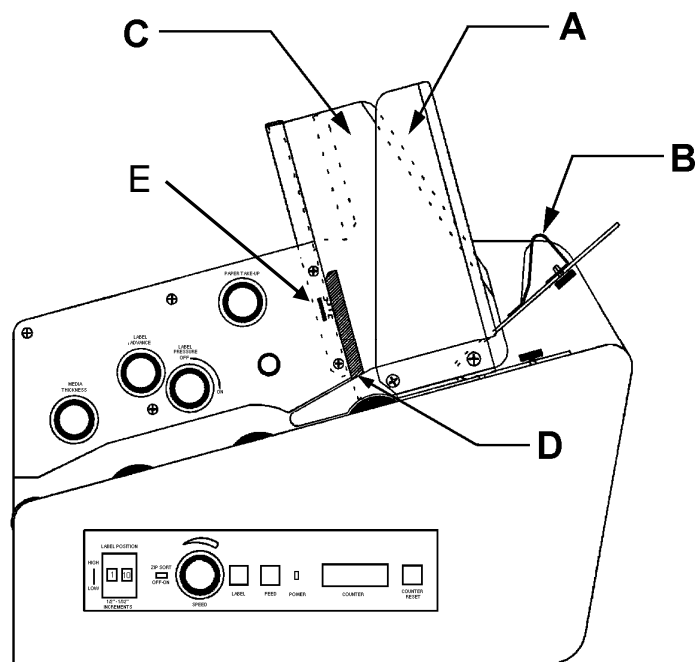


Figure 2

## SETTING UP THE L-250/350 AS A LABELER

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1. Remove top exit roller (media pressure roller) by pulling it out of the plastic spring-loaded brackets.

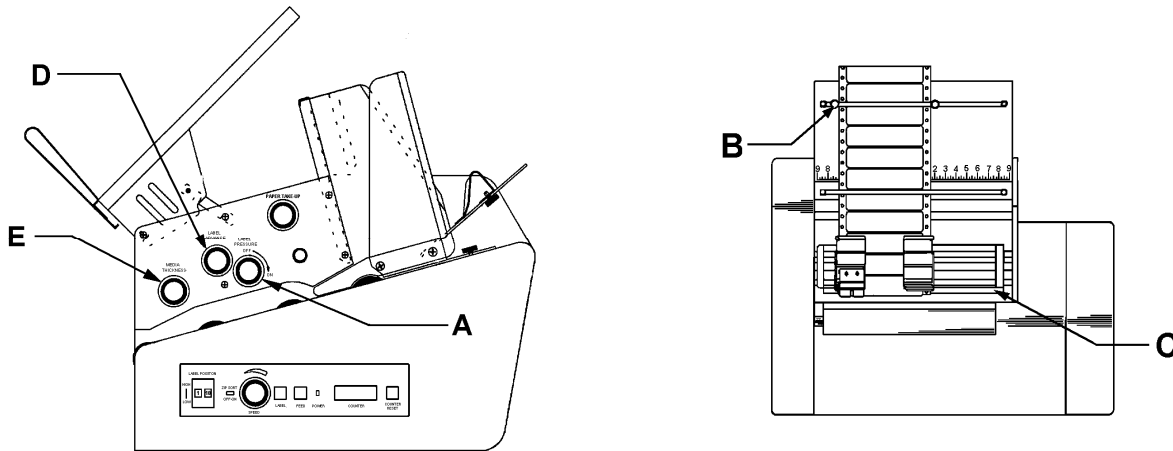


Figure 3

2. Place a stack of fan-folded labels on the label tray with labels facing up.
3. Peel off labels from the first nine inches of the label stack.
4. Disengage the label advance rollers by turning **LABEL PRESSURE** knob [Figure 3A] to **OFF** position.
5. Thread labels into the L-250/350 following the LABEL THREADING DIAGRAM [Figure 5].
6. Loosen label guides [Figure 3B] and adjust position of labels by moving the whole stack to desired location.
7. Tighten label guides.
8. Pull the end of the label stack until the first label starts to peel off.
9. Make sure the label peels off straight and is parallel with the peeling edge [Figure 3C] and [Figure 5].
10. Turn **LABEL PRESSURE** knob [Figure 3A] to **ON** position.
11. Turn the **LABEL ADVANCE** knob [Figure 3D] COUNTER-CLOCKWISE until the leading edge of next label is visible.
12. Reinstall the media pressure roller.
13. Position tab/label switch to **L** position.
14. Adjust **MEDIA THICKNESS** knob [Figure 3E] to desired setting.

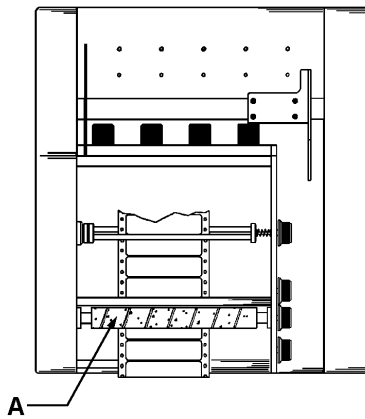


Figure 4

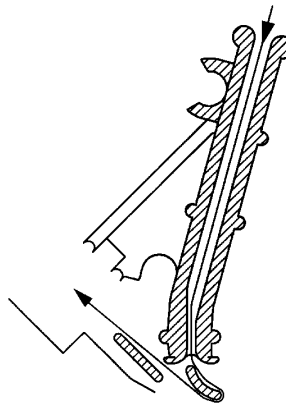


Figure 5  
Label/Stamp

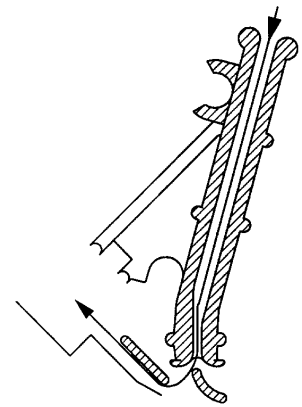


Figure 5a  
Tabs

## SETTING UP THE L-250/350 AS A TABBER

### FAN-FOLDED TABS

1. Remove the top exit roller from the plastic brackets.
2. Place a stack of fan-folded tabs on the tray with the tabs facing up.
3. Remove the first nine inches of tabs from the backing paper to form a leader.
4. Disengage the label advance rollers [Figure 4A] by turning **LABEL PRESSURE** knob [Figure 3A] to the **OFF** position.
5. Thread the tabs into the L-250/350 following the TAB THREADING DIAGRAM [Figure 5a].
6. Position the tabs by moving the entire stack to desired location. Loosen the guides [Figure 3B] and align them with the stack of tabs.
7. Tighten guides.
8. Pull the backing paper until the first tab starts to peel off.
9. Slide folding guide spring [Figure 6A] to a position directly below sensor guide [Figure 6B].
10. Turn the **LABEL ADVANCE** [Figure 3D] COUNTER-CLOCKWISE until a tab is in the slot [Figure 6C].
11. Align folding guide spring [Figure 6A] so that the tab is centered in the slot [Figure 6C].
12. Remove tab from the slot and reinstall media pressure roller.
13. Set media height by adjusting **MEDIA THICKNESS** knob [Figure 3E].
14. Position tab/label switch to **T** position.

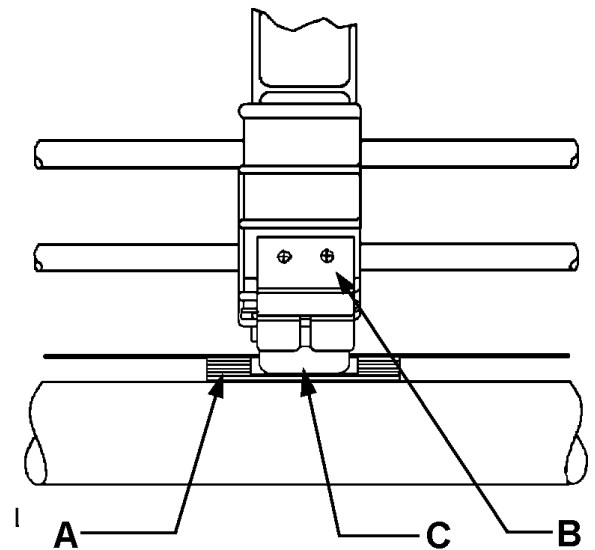


Figure 6

# SETTING UP THE L-350 TO APPLY STAMPS

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## ROLL OF STAMPS

1. Install the TR-10 Reel Assembly on the machine by hooking the rear bracket to the center tie bar of the head assembly. Pivot the reel assembly forward to seat the front bracket over the front tie bar of the head assembly.

**NOTE:** In order to run the stamp at a position within 1/4" of the edge of the media, install the 90-103-02B Right Side Guide supplied with the machine. This guide will permit the positioning of the stamp at the top edge of the media.

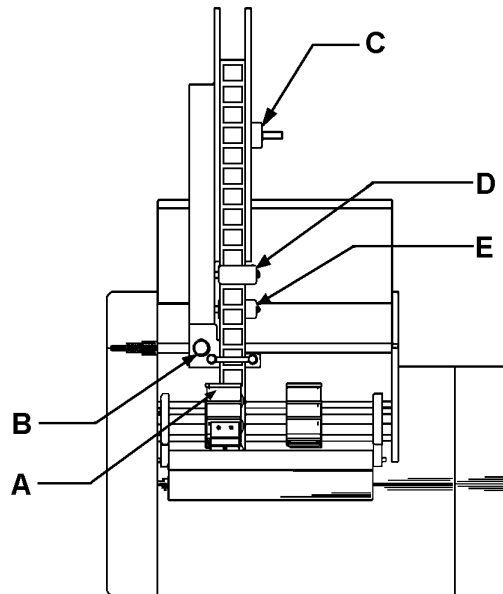


Figure 7

2. To position the reel, slide the whole assembly on the tie bars until the tracking guides [Figure 7A] are over the desired location of the stamp. Lock the reel in place with the thumbscrew [Figure 7B].
3. Remove the Reel support guide [Figure 7C] by pulling it off the reel shaft.
4. Mount a spool of stamps so it unwinds in a counterclockwise direction with the stamps facing up. Reinstall the support guide removed in step 4.
5. Route the stamp supply around the brake roller [figure 7D] to the guide roller [Figure 7E] in such a manner that the stamps contact the brake roller while the backing paper contacts the guide roller.
6. Loosen the two tracking guide screws and separate the guides. Route the stamp supply between the guides and clamp support rails.
7. Remove the first nine inches of stamps from the backing paper to form a leader.
8. Disengage the label advance rollers [Figure 4A] by turning **LABEL PRESSURE** knob [Figure 3A] clockwise to the **OFF** position.



9. Thread the stamps into the L-350 following the LABEL THREADING DIAGRAM [Figure 5].
10. Position the stamps by moving the entire stack to desired location. Lock the reel in place with the thumbscrew [Figure 7B].
11. Tighten guides.
12. Pull the backing paper until the first stamp starts to peel off. Then set the label sensor adjustment.
13. Slide the folding guide spring, so that the media sensor [8A] is positioned to the left of the sensor guide [8B].  
**NOTE:** The folding guide spring contains the media sensor and must be positioned per the illustration. Do not position the media sensor directly below the backing paper or it may stay interrupted, creating an error condition.
14. Set media height by adjusting **MEDIA THICKNESS** knob [Figure 3E].
15. Position tab/label switch to **L** position.
16. Run a test sample to check position. Adjust the position using the **LABEL POSITION** adjustment on the control panel.

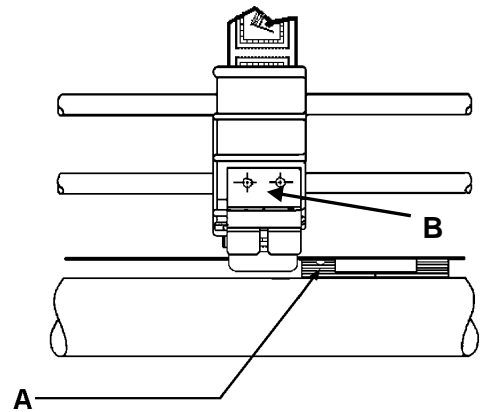


Figure 8

# LABEL SENSOR ADJUSTMENT

THE L-250/350 HAS BEEN FACTORY CALIBRATED TO DETECT THE PRESENCE AND ABSENCE OF LABELS UNDER MOST CONDITIONS. HOWEVER, WITH THE VARIATION OF BOTH LABEL AND BACKING PAPER DENSITY, IT MAY BECOME NECESSARY TO FINE-ADJUST THE SYSTEM.

1. Locate the **LABEL SENSOR ADJUSTMENT** knob [Figure 9A] and red light emitting diode [Figure 9B] on the non-operator side cover. Turn the switch fully COUNTER-CLOCKWISE to position 1.
2. Thread labels/tabs/stamps into the labeler following the diagram [Figure 5 or Figure 8].
3. Turn the **LABEL ADVANCE** [Figure 3D] knob until the first label (or tab) just starts to peel off the backing paper.
4. Turn the **LABEL SENSOR ADJUSTMENT** [Figure 9A] knob CLOCKWISE until the red L.E.D. is illuminated.
5. Release the label pressure roller (turn it off) and pull the label material approximately two inches out of the machine. This ensures the backing paper is the only part, which is seen by the label sensor. The red L.E.D. will not come on at this time.

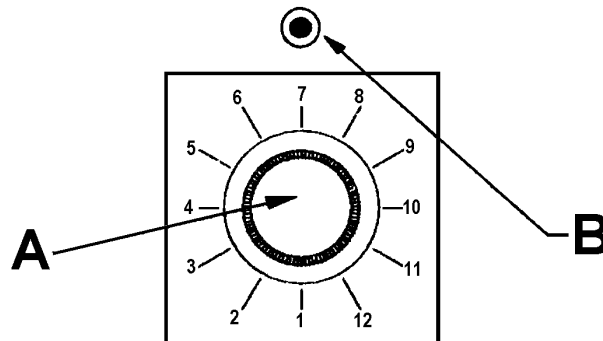
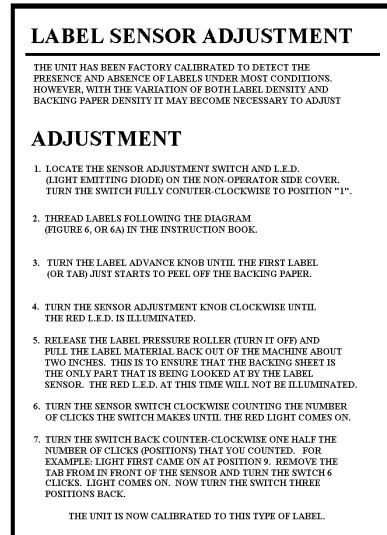


Figure 9

6. Turn the **LABEL SENSOR ADJUSTMENT** knob CLOCKWISE and count the number of clicks the switch makes until the red L.E.D. comes on.
7. Now turn the switch COUNTERCLOCKWISE half the number of clicks that you counted.

**EXAMPLE:** the light comes on at the sixth click. Now remove the tab from in front of the sensor and turn the switch six clicks CLOCKWISE. The light comes on again. Now turn the switch three positions back or COUNTERCLOCKWISE.

THE SYSTEM IS NOW CALIBRATED TO THIS TYPE LABEL.

**THIS STEP CONCLUDES THE INITIAL SETUP AND ADJUSTMENT PROCEDURES.**

## CONTROL PANEL FUNCTIONS

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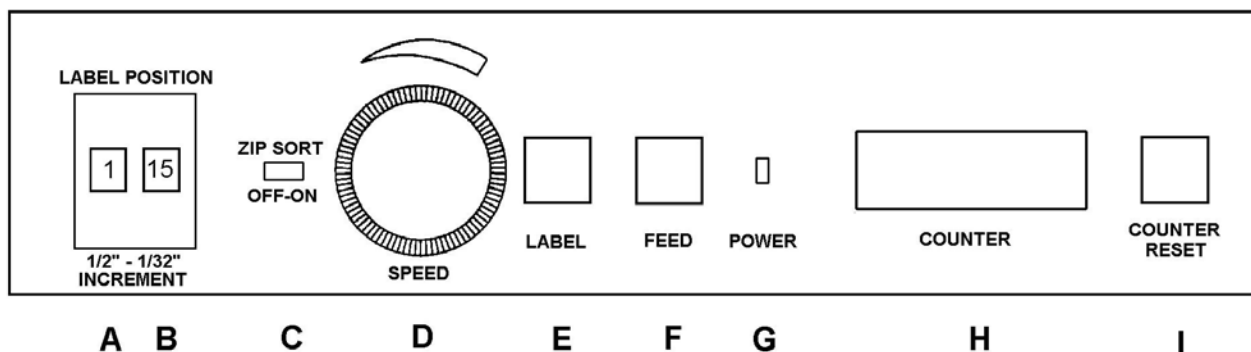


Figure 10

- A. Label vertical position adjustment in  $\frac{1}{2}$ " increments
- B. Label vertical position adjustment in  $\frac{1}{32}$ " increments
- C. Zip-sort switch
- D. Speed control
- E. Label on/off switch - label ready light
- F. Media feed on/off - reset switch media out light
- G. Power indicator light
- H. Counter
- I. Counter reset

## OPERATING INSTRUCTIONS

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1. After setting up the L-250/350 (see *Setup Instructions*), place a stack of envelopes between the envelope guides.
2. Pull out the receiving tray one-inch more than the length of the envelope.  
**Note:** If using a conveyor; slide out and remove the receiving tray.
3. Turn the speed control knob [Figure 10D] to minimum and press **FEED** switch [figure 10F]
4. Observe how the envelopes are feeding. If they are skewing, readjust the stripping device [Figure 2D]. Press the **FEED** switch again. The L-250/350 will stop. **IF THERE IS AN ENVELOPE BETWEEN THE EXIT ROLLERS, REMOVE IT SO IT DOES NOT COVER THE MEDIA PHOTSENSOR.**
5. Set the **LABEL POSITION** switch to desired setting. Each position of the left switch [Figure 10A] moves the label  $\frac{1}{2}$ ". Each position of the right switch [Figure 10B] moves the label  $\frac{1}{32}$ ".

**NOTE:** Any attempt place labels at a distance greater than the length of the envelope will cause the labeler to feed media without affixing labels.

6. Make sure there is a label [Figure 11A] visible by the peeling mechanism of the labeler [Figure 11B]. The photosensor that senses the presence of a label is located

at the edge of the peeling mechanism. If the sensor does not see the label, any attempt to run the labeler will result in failure to feed the media. A flashing light indicates labeler is out of labels.

7. Depressing the **LABEL** switch [Figure 10E] will activate label-affixing circuitry in the labeler. The yellow indicator light should be on. Depressing the **FEED** switch [Figure 10F] will activate feeding mechanism and labeling process.
8. Adjust speed to desired setting by turning the speed control knob [Figure 10D]. Add envelopes to the labeler as needed. To stop the labeler, depress the **FEED** switch.
9. **DO NOT FORGET TO REMOVE ENVELOPE FROM BETWEEN EXIT ROLLERS PRIOR TO ACTIVATING LABELER.**
10. If the labeler runs out of envelopes, it will automatically stop after a few seconds. The green light in the **FEED** switch will start flashing indicating an **OUT-OF-ENVELOPES** condition. Depress **FEED** switch to reset labeler. Load envelopes between the guides and depress switch to start the labeling process.
11. If there are no more labels, or, if two or more consecutive labels are missing, the labeler will stop and the yellow **LABEL OUT** indicator light will flash.
12. The counter (H. Fig. 8) will advance one count with every label placed on an envelope. It will only count when **LABEL ON** switch is activated. Maximum count is 99,999. To reset the counter to 0, depress the **COUNTER RESET** switch (1, Fig. 8).

### **WARNING**

**NEVER LEAVE THE L-250/350 WITH POWER ON FOR A PROLONGED PERIOD. DAMAGE TO INTERNAL COMPONENTS MAY RESULT!**

## **ZIP-SORT**

With the **ZIP-SORT** switch **ON** [Figure 10C], the machine will stop every time a missing label is detected. To activate this feature, manually remove leader label from each zip code or carrier route prior to loading labels onto the labeler and slide the **ZIP-SORT** switch to the **ON** position. Operate the labeler in the usual manner.

When a missing label is detected, the labeler will stop and the **LABEL OUT** indicator light will flash. Depress the **FEED** switch to reset the machine, and, using the **LABEL ADVANCE** knob, bring the next label to the peeling mechanism. Separate the labeled pieces. Depress the **FEED** switch again to resume labeling.

## USING AN OPTIONAL CONVEYOR WITH THE L-250/350

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**Warning:** Before connecting a conveyor to the power outlet on the L-250/350, please be sure it meets the following electrical specifications: 115 VAC and a maximum current draw of 1 amp or less.

1. Slide out and remove the receiving tray. Position the conveyor against the labeler.
2. Plug the power cord from the conveyor into the conveyor receptacle on the rear of the L-250/350. Turn on the conveyor's power switch. The conveyor will now be stopped/started by the tabber/labeler.
3. Depress the **FEED** switch on the labeler. The conveyor will start working. Depress the **FEED** switch again and the conveyor will stop.

## INSTALLING THE OPTIONAL TR-10 REEL ASSEMBLY

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The reel assembly will allow the machine to utilize tabs supplied on a roll instead of the standard fan-folded tabs. This assembly will also allow the L-350 to utilize stamps supplied on a roll. The major benefits of this are fewer threading cycles as a roll can hold as many as 10,000 tabs.

1. Remove the standard label feed tray.
2. Mount the reel assembly to the machine by hooking the rear bracket to the center tie bar of the head assembly.
3. Pivot the reel assembly forward to seat the front bracket over the front tie bar of the head assembly.
4. To position the reel, slide the whole assembly on the tie bars until the tracking guides [Figure 11A] are over the desired tabbing area.
5. Lock the reel in place with the thumbscrew [Figure 11B].
6. Remove the reel support guide [Figure 11C] by pulling it off the reel shaft.
7. Mount a spool of tabs so it unwinds in a COUNTER-CLOCKWISE direction with tabs facing up. Reinstall the support guide removed in step 6.
8. Route the tab supply around the brake roller [Figure 11D] to the guide roller [Figure 11A] in such a manner that the tabs contact the brake roller while the backing paper contacts the guide roller.
9. Loosen the two tracking guide screws and separate the guides.
10. Route the tab supply between the guides and clamp support rails.

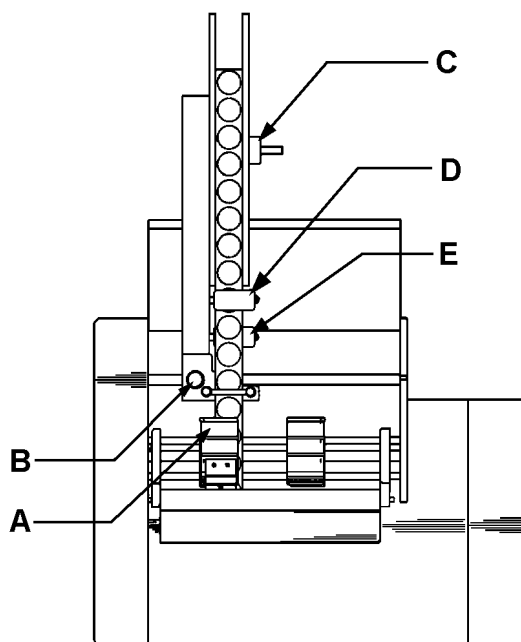


Figure 11

11. With the tabs feeding straight through the clamp, move the two tracking guides [Figure 11A] into contact with the backing paper edge.  
Tighten the red thumbscrews.
12. Complete the tab routing through the sensor assembly, around the peel bar, through the pressure rollers, and into the take-up roller split shaft see Figure 8 in this manual.
13. Center the sensor on the tab supply.

## OPERATING HINTS

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1. Fan out the envelopes before loading them into the tabber/labeler.
2. After loading the envelopes, tap the stack lightly to keep it straight between guides.
3. If doubles occur, check the stripping device for proper pressure setting.
4. Straighten out excessively curled envelopes.



**Shown using Rena fan-fold tabs.**

Part # 1300T, 1500T



